

Purpose: To ensure continuity of engineering operations, this guidance provides instructions related to scheduling, work tasks, and increased safety measures.

Background: The likelihood of spreading COVID-19 increases with person-to-person contact. It is important to provide Supervisors and Managers the flexibility to adjust the work schedules of staff, compartmentalize work crews, assign equipment within a county shop, and avoid high risk activities that would require work in close proximity to each other and the public.

Goals:

- Increase employee safety and protective measures
- Facilitate flexibility in staff scheduling, crew separation, and equipment allocation
- Support and encourage supervisors and managers to make sound decisions in support of the health and safety of our employees.

Reference:

1. <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>
2. This information is in addition to the *Regional Guidelines for Addressing COVID-19*, issued March 24, 2020
3. This information is in addition to the *Guidance for Minimum Cleaning Standards* issued on March 24, 2020

Examples of How to Accomplish and Implement Field Staff Protections:

The following list will provide examples of how to address needs for a Garage Facility, County Shop and District Administration in Construction, Maintenance, Bridge Repair/Inspection, Highway Marking, Survey, Geotech and other Operational Groups.

- I. **District Administrative Staff** – ODE, ODM, ODS, Tech Supervisor and ASAs
 - a. ODE and ODM – Work remotely with occasional visits, WebEx, etc.
 - b. ODS and Tech Supervisors – Reports at scheduled and non-overlapping times with short intervals. Highly encourage remote work including the vehicle to function as an office
 - c. ASAs – Work remotely and staggered schedules with no more than one in the office at a time and for short intervals (rotational shifts; non-overlapping).
- II. **Garage Staff**



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- a. Mechanic Senior and Procurement Officer – Always remain in separate work areas; maintain at least 6-foot distance. Can work similar schedules and expanded hours to service needs.

*Where multiple persons occupy similar positions (Regional Garage), use a similar strategy as listed for District Administrative Staff

- b. Mechanics and Garage Staff – Stagger schedules and consider temporary mechanic assignments to County Shop locations (like snow & ice work)
 - i. Stagger scheduled start times (6am to 2:30p and 9am to 5:30p)
 - ii. Create at least two work groups that do not overlap, for example; a three-day shift of 12.5hrs per day, eliminating even incidental contact between staff
 - iii. Assign service trucks (where available) and report directly to a county shop to handle minor repairs and routine maintenance. Minimizes exposure to other county personnel, by limiting interaction at District Garage
 - iv. Major repairs will be assessed at county shop and discussed with Mechanic Senior for prioritization, scheduling and coordination of repair. If determined to be a low priority repair, park on county lot until requested for delivery.

*Avoid rotation of personnel to multiple county shops. Make every effort to keep the same person working in the same location. This will reduce exposure to others and aid in containment should a confirmed case occur.

NOTE: Refer to the **Recommended Activities to Maintain the Cohesive Operation of a Garage Facility** Section on **Page 5** of this document, for recommended procedures.

III. County Maintenance Shops, Bridge Repair/ Inspection, Floating, Highway Marking, Geotech and other Operational Groups

- a. Prepare Equipment for Incident Management and Response (ready-to-roll)
- b. County with Multiple Technician Seniors:
 - i. Tech Senior and associated crew assignments (i.e. Crew A and Crew B)
 - ii. Create work groups for each Tech SR that do not overlap, on arrival location, jobsite and schedule. Eliminate even incidental contact between crews. Examples: day/night crews, three-day schedule, multiple arrival addresses
 - iii. Stagger Start times – to minimize contact with another crew (6am to 2:30pm and 9am to 5:30pm or other schedule, as needed)

*Rotating crew schedules is optional (Example: Crew A works 6am-2:30pm one week and then changes to the 9am-5:30p the next)

- iv. Break up equipment to service the activities listed below.
- v. Minimize sharing of equipment

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1. Basic equipment – assign to a crew (truck, dumps, hand tools, saws, handheld radios, Stop/Slow Paddles, etc.)
2. Shared equipment – disinfect prior to passing to other crew (backhoe, broom, skid steer, etc.)
- vi. Minimize cross-utilizing staff in other counties. Keep your crew within your county as much as possible (other than incidents, emergencies and unavoidable circumstances). A work crew passing through another county or working, as a unit, on an activity that crosses county lines is ok.

**Limit exposure to other county crews and counties reporting high case numbers of COVID-19.

- c. Work Crew – when persons are paired to work an activity (i.e. Activity 494 & 495) keep the same two persons working together and minimize mixing within the crew
 - i. Maintain distances from one another
 - ii. Encourage bringing lunch and snacks to minimize public facilities (i.e. restaurants, convenience stores, etc.)
 - iii. Minimize sharing hand tools, chainsaws, etc., where practical

**Avoid rotation of personnel to multiple county shops. Make every effort to keep the same person working in the same location. This will reduce exposure to others and aid in containment should a confirmed case occur.

NOTE: Refer to the ***Recommended Activities to Maintain the Transportation System*** Section on **Page 6** of this document, for recommended activities.

IV. Construction Offices, Survey Crews –

- a. ODS and Tech Supervisors – reports at scheduled and non-overlapping times with short intervals. Highly encourage remote work including the vehicle to function as an office
- b. ASAs – work remotely and staggered schedules with no more than one in the office at a time and for short intervals (rotational shifts; non-overlapping).
- c. Field Staff – continue working remotely with vehicle functioning as an office setting.
 - i. Minimize interactions with contractors, public and other personnel
 - ii. Utilize the same vehicle with no more than two people in a vehicle, including yourself
 - iii. Encourage bringing lunch and snacks to minimize public facilities (i.e. restaurants, convenience stores, etc.)

Recommended Activities to Maintain the Cohesive Operation of Garage Facility:



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The following is a list of activities that will support maintaining the operational capabilities of Garages while protecting our employees with minimal exposure to others.

1. All Preventative Maintenance:

- a. Clearly defined pedestrian paths using cones, signs, chains, floor markings, etc.
- b. Scheduling and Drop Off only
 - i. No TDOT employees waiting on work – see previous suggestions on localizing repair work at County Shops
 - ii. VAM customers restricted to designated areas only (separate from Garage staff)
- c. Define exchange process for
 - i. Equipment/vehicle drop off (i.e. designated parking areas for equipment to be repaired)
 - ii. Key exchange
 - iii. Pick up location
- d. Maintain cleaning standards according to the *Guidance for Minimum Cleaning Standards* Document
 - i. Wipe all contact points prior to entry into the shop and prior to conducting any service or repair

2. All Emergency Repairs:

- a. Coordinate and communicate clearly
 - i. How and where to deliver equipment/vehicle
- b. Assign to as few of persons to conduct work as practical
- c. Follow previously stated guide for the exchange process
- d. Maintain cleaning standards according to the *Guide for Minimum Cleaning Standards*

3. Stockroom transactions including:

- a. Minimize direct contact and interaction.
 - i. Includes vendor deliveries, VAM Requests
- b. Utilize electronic communications for 605 Requests (scan and email)
- c. Minimize stock pick up trips
 - i. Schedule times
 - ii. Utilize the same personnel to conduct this work to minimize multiple person contact
 - iii. Preference to pick up and drop off from loading dock to eliminate entry into facilities and reduce exposure

Recommended Activities to Maintain the Transportation System

The following is a list of activities that will support maintaining the transportation system while protecting our employees with minimal exposure to others.

1. Routine Activities including:

- a. Activity 401 – Manual Spot Patching, Minor Roadway Repairs



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- b. Activity 431 – Clean Minor Drain Structure (Bridge Drains)
 - c. Activity 433 – Repair Drain Structure, EA; (Mainly used by Bridge Repair crews)
 - d. Activity 436 – Slope Mowing – assign to one crew where possible
 - e. Activity 472 – Sign replacement, post straightening
 - f. Activity 477 – Traffic Control
 - g. Activity 482 - Incident Management
 - h. Activity 494 - Facility Maintenance
 - i. Activity 495 - Roadway Patrol/Debris removal
 - j. Other Activities as identified by District Management
2. **Seasonal Activities** including:
- a. Activity 437 – Chemical Control of Vegetation (Herbicide)
 - b. Activity 435 – Machine Mowing (in-house)
 - c. Activity 496 – Contract Administration (Inspection; Mowing & Litter)
 - d. Activity 404 & 406 – In-place paving or subgrade replacement

*During Seasonal Activities Avoid rotation of personnel. Make every effort to assign and maintain the same personnel with minimal rotation.